



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

## State of West Virginia Delivery Order

Order Date: 08-05-2025

CORRECT ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES, AND  
SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CDO 1400 4902 AGR2600000002 1	Change Order No:	Procurement Folder:	1755154
Document Name:	Class 10, Vehicle Order-Agriculture		Reason for Modification:	
Document Description:	Class 10, Vehicle Order-Agriculture			
Procurement Type:	Central Delivery Order			
Buyer Name:	Christopher J Martin			
Telephone:	(304) 558-2204			
Email:	cmartin@wvca.us			
Shipping Method:	Best Way		Master Agreement Number: CMA 0212 MV25D 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000046057 FORMULA MOTOR CAR INC PO BOX 4451  CHAPMANVILLE WV 25508 US Vendor Contact Phone: 3048551289 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Christopher J Martin Requestor Phone: (304) 558-2204 Requestor Email: cmartin@wvca.us  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FISCAL SERVICES MANAGER 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY  1900 KANAWHA BLVD E  CHARLESTON WV 25305  US	ADMINISTRATIVE SERVICES 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY  WEST VIRGINIA CONSERVATION AGENCY 255 GUS R DOUGLASS LN  CHARLESTON WV 25305-0193  US

Purchasing Division's File Copy

Total Order Amount: \$37,354.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *Mark A. [Signature]* 8/06/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *[Signature]* 8-6-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Equipment Contract Release Order  
SWC #MV25D  
Class 10 Mid-Size Pickup Extended Cab  
Toyota Tacoma 7514A  
Color: Ice Cap  
Color Code: 040  
Fuel: Gasoline

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$37,354.0000	\$37,354.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-07-31	

**Commodity Line Description:** Class 10,Tacoma, 7514A, Pick Up, Ext Cab 4WD, 040 Ice Cap

**Extended Description:**

Equipment Contract Release Order  
SWC #MV25D  
Class 10 Mid-Size Pickup Extended Cab  
Toyota Tacoma 7514A  
Color: Ice Cap  
Color Code: 040  
Fuel: Gasoline

**Class 10 - Automobile  
Mid-Size Pick Up Extended Cab**

Vendor Name:  
Manufacturer/Brand:  
Model Name & Number:

Thornhill Toyota  
Toyota  
Tacoma 7514A

Vendor Contact: Charles Ellis  
Phone No.: 304-855-1289  
Email: charles.ellis@thornhillautomotive.com

<b>Vehicle Requirements:</b>	Mid-Size Pick Up Extended Cab		
<b>Classification:</b>			
<b>Drive:</b>	4 Wheel/All wheel with Hi/Lo Range	<b>Manufacturer's Standard Available Colors</b>	
<b>Passenger seating:</b>	4 minimum (including driver)	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Doors:</b>	4, minimum	<u>FR2D</u>	<u>ICC CAP</u>
<b>Wheelbase:</b>	120in., minimum		
<b>GVWR:</b>	5400 lbs. min, 6250 lbs. max.		
<b>Engine:</b>	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
<b>Off Road Package:</b>	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
<b>Tow Package:</b>	Installed Hitch & Wiring		
<b>Slush/All weather Mats</b>	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
<b>Bed:</b>	Short, with installed spray-in liner.		
<b>Sliding rear window:</b>	Not required.		
<b>Additional Requirements:</b>			
The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.			

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$ <u>37354.</u> <u>00.</u>
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

**\*Options:**

FOB Dealership: (Deduct)

\$
\$

FOB Other than Metro Charleston - Per Mile

**\*Note - The above delivery "options" above are not evaluated as part of the award.**



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Hope Peterson

DEPARTMENT Electoral Functions

AGENCY/BILL CODE AG04 WV CONSERVATION AGENCY

EL

E-MAIL fleet@wvca.us

PHONE NO. (304) 558-2204

EXT

DATE 5/27/2025

FUND # 1410

DEPT # 1400

UNIT # 8656

### VEHICLE MISSION

What type of request is this? ☐ Replacement vehicle (go to next section) ☒ Increase to fleet (fill in this section)

☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE NEW GRANT FUNDED POSITION, SEE ATTACHED JUSTIFICATION #5

Est. # of days per week used 4

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☐ Leased from Fleet ☒ Agency Owned DOC ID

MAKE Toyota

Model Tacoma

YEAR 2026

COLOR SILVER

Fuel Type GAS

New Vehicle Class/Description 10

DEALERSHIP Thornhill

PURCHASE PRICE \$37,354.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE

MODEL

YEAR

MILEAGE

LICENSE #

VIN #

DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 5/29/25

# STATE CONTRACT RELEASE ORDER

Req. Date	7/1/26
Fiscal Year	2026
State Account No.	
WVOasis	VS0000046057
Agency/Invoice To:	WV CONSERVATION AGENCY Christopher Martin 1900 Kanawha Blvd. East Charleston, WV 25305
558-2204	
Ship To:	WV CONSERVATION AGENCY 255 GUS R DOUGLASS LANE Charleston, WV 25312 304-558-2204
This Section Only For: State Contract Release Orders Vendor Name & Address: Formula Motor Car Inc dba Thornhill Toyota PO Box 4451 Chapmanville, WV 25508	
Terms	Net 30
F.O.B.	Destination

## APPROVALS

DIVISION

*Judith Lyons*

FISCAL

*Alan Clemans*  
Alan Clemans (Jul 24, 2025 15:02:28 EDT)

EXECUTIVE

*Norman Bailey*  
Norman Bailey (Jul 24, 2025 15:15:12 EDT)

Item No.	Quantity	Description	Unit Price	Amount
1	1	MV25 Statewide Contract Type of Purchase  Toyota Tacoma Mid-Size Pickup Extended Cab   1410-2026-09900-8656-5206-5327 C:25100000	\$ 37,354.00	\$37,354.00

Authorized *Haleigh Moses*  
Signature *Haleigh Moses* (Jul 24, 2025 13:48:06 EDT)  
Title Fiscal Services Manager / WVCA  
Telephone 304-558-2204

**\$37,354.00**



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# State of West Virginia Master Agreement

Order Date: 10-07-2024

CORRECT ORDER NUMBER MUST  
APPEAR ON ALL PACKAGES, INVOICES,  
AND SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CMA 0212 0212 MV250 1	Procurement Folder:	1533378
Document Name:	MV25 - 2025, OR LATEST MODEL VEHICLE	Reason for Modification:	
Document Description:	(Original) Folder No: (1515885)	AWARD of CRFQ SWC2500000002	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	V80000046057	Requestor Name:	Mark A Atkins
FORMULA MOTOR CAR INC dba Thornhill Toyota		Requestor Phone:	(304) 555-2307
PO BOX 4451		Requestor Email:	mark.a.atkins@wv.gov
CHAPMANVILLE	WV		
US			
Vendor Contact Phone:	304-555-1280		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**2025**  
FILE LOCATION

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 26009	WV 26009
US	US

CR 10-9-24  
Purchasing Division's File Copy

Total Order Amount: Open End

MA 10/07/2024

PURCHASING DIVISION AUTHORIZATION

DATE: 10/07/24

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: John L. Gray

ELECTRONIC SIGNATURE ON FILE

EXCUMBRANCE CERTIFICATION

DATE: 10-10-24

ELECTRONIC SIGNATURE ON FILE

10/06/2024





State of West Virginia  
Department of Administration  
Fleet Management Division



## DOA-FM-059B Summary Vehicle Request

AFC's Name: Hope Peterson

Agency's Name: West Virginia Conservation Agency (AG04)

Date: 5/27/2025

Contact: Anita May (Backup AFC)  
681-781-8388  
To discuss this order.

Kenny Yoakum, Director  
Fleet Management Division  
2310 Kanawha Blvd. East

Director Yoakum:

The WV Conservation agency is requesting approval to acquire # 12 state vehicles.  
This letter serves as a summary of the attached DOA-FM-059 Vehicle Request Forms for the  
purpose of a single approval document for the agency, Fleet Management Division, and the  
Governor's Office.

Judith Lyons, Executive Director, AG04

Judith Lyons  
Cabinet Secretary or Equal

5-28-2025  
Date

Kenny Yoakum  
Fleet Management Division

5/28/25  
Date

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### Business Organization Detail

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#### FORMULA MOTOR CAR, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	9/15/2020		9/15/2020	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	100000.0000
Charter County	Logan	Control Number	
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	1000	Young Entrepreneur	No

Addresses	
Type	Address
Local Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508
Mailing Address	PO BOX 4451 CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	JIM DI VITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Principal Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	WALLY L THORNHILL PO BOX 840 PECKS MILL, WV, 25547
President	WALLY L THORNHILL PO BOX 840 PECKS MILL, WV, 25547
Secretary	JAMES DI VITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Treasurer	NATHAN THORNHILL PO BOX 840 PECKS MILL, WV, 25547
Vice-President	SYDNEY BROWN 102 WALNUT STREET LOGAN, WV, 25601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL TOYOTA	TRADENAME	9/30/2020	
THORNHILL TOYOTA, INC.	TRADENAME	9/15/2020	10/19/2020
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
Data Blank	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, August 5, 2025 — 2:15 PM

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e.g. 1606N020Q02



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e.g. 123456789, Smith Corp

"FORMULA MOTOR CAR, INC"



Entity

Location

Status

- ☒ Active
- ☐ Inactive

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